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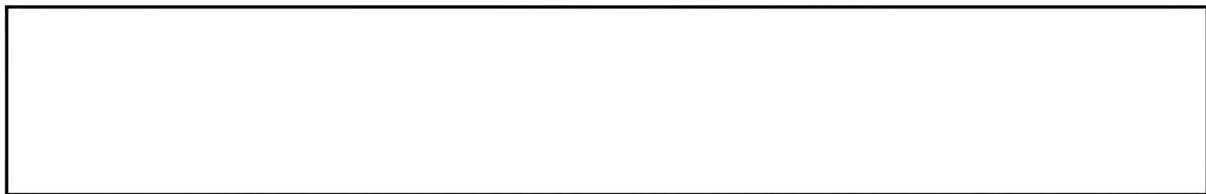
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MINUTES

DD/S STAFF MEETING

14 March 1972

25X1A



2. Mr. Coffey welcomed Mr. Yale to the Staff Meeting as the recently appointed Director of Finance; he also noted that [redacted] is Deputy Director of Finance.

25X1A

3. General Walters is in the building and apparently will soon begin the briefing schedule discussed at last week's DD/S Staff Meeting.

4. Organization for Research and Development. Copies of the Executive Director-Comptroller's memorandum on the new approach to R&D for the Agency were distributed to Office Heads. Mr. Coffey noted that given the forward leaning attitude on the part of all concerned there would seem to be no question but that the plan will work effectively.

5. DD/S Briefing [redacted] the former Comptroller at DIA, has joined the intelligence community staff as deputy to [redacted]. Briefings will be scheduled soon and should primarily cover those areas of Support that interface with the intelligence community.

25X1A

6. Saturday Duty Secretaries. Secretaries for Saturdays and holidays should be scheduled only if there is work to be done. There is no DD/S requirement that any Support Directorate office have a duty secretary on Saturdays and holidays. Each Office Director should determine if his office requires a secretary at these times and act accordingly.

7. Compliance with Customs Regulations. Mr. Coffey read from a book dispatch which [redacted] Chief, FE Division, sent to all FE stations and bases. In the dispatch, Mr. [redacted] referred to the excellent working relationship that the Agency has always had with customs officials [redacted]. This rapport was jeopardized recently by an Agency employee who imported about \$400 worth of goods without declaring them. [redacted] asked that attention be paid to preventing this kind of violation in the future.

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GROUP 1
Declassify and
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Mr. Osborn added that it is important to remind employees that when a violation like this is committed, the Agency escorts the employee down to customs where he is required to pay not only the duties, but a fine as well, which in the case mentioned above amounted to approximately \$250. Mr. Blake added that another employee recently attempted to bring in automatic weapons, was caught and came within an inch of being jailed. His Agency punishment was two weeks suspension without pay.

Mr. Coffey asked that in their own briefings, Office Directors be appropriately explicit and tough on this issue.

✓ 8. Support Directorate Security Violations During February:

OC -- 4, OS -- 2, OTR -- 1

✓ 9. Support Directorate Retirements Scheduled for March 1972

Civil Service System

| Name | Grade & Career Service | Effective Date | Type |
|------|------------------------|----------------|--------------|
| | S-07/OL | 3 Mar 72 | Optional |
| | GS-12/OF | 3 Mar 72 | Optional |
| | GS-11/OL | 31 Mar 72 | Optional |
| | GS-11/OL | 31 Mar 72 | Dis. Service |
| | GS-09/OMS | 31 Mar 72 | Optional |

CIARDS

None

✓ 10. EAA Special Events. Mr. Coffey made note of the following EAA events:

- a. Two garden club shows, one for early flowers on 27, 28 March, and the regular spring show on 15 and 16 May.
- b. Glee club concerts in the auditorium on 24 May at 1215 and on 25 May at 1245.

✓ 11. Presidential Classroom Program Visits to Headquarters. Mr. Coffey noted that four of the six groups have visited the Agency for an afternoon at the end of their sessions. A member of the first group, a high school senior, sent a letter of appreciation for the opportunity to participate in the visit.

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12. Mr. Coffey read a note of thanks from Mrs. White for the retirement ceremonies for Colonel White. Mr. Coffey again passed on his thanks to all those who made the ceremonies come off so well.

13. Around the Table

✓ Office of Security. OS is in the process of tightening down on those who speed in the Headquarters compound. Although OS is not able to issue tickets for speeding, violators will be stopped, their names and badge numbers taken, and a memorandum written to their supervisors.

The OS Technical Staff provide [redacted] or use by the President and Dr. Kissinger in China. It was recently reported that the sets were consistently used during the China visit. OS has received a request to provide some technical assistance for the President's Moscow trip as well. 25X1A

Office of Training. One of the interpreters on the President's China trip staff gave a talk on Friday at the Language School. He said that the Mandarin language has changed quite a bit over the last 25 years, by the creation of new words and phrases, and it would be difficult for the Language School to catch up.

OTR has received an overwhelming response to its ad for a GS-13 Head of the Romance Language Department--about 100 applications. This number has been culled down to 12.

Mr. Colby began the Senior Seminar a [redacted] his week. He took an immediate interest in the reading to be done by course participants and has made several recommendations. There are now 20 in the Seminar (down from 21)--one participant was withdrawn for medical reasons. 25X1A

The Trends and Highlights program is still attracting large numbers of participants--53 in the last course.

25X1A [redacted] is back in the hospital in Tucson, Arizona. He is to undergo surgery on 22 March.

✓ ADD/S. Mr. Wattles noted that Directorate Training Officers have all been sent copies of a memorandum from the DD/S&T concerning the running of a Systems Analysis course in May. Mr. Wattles recommended that all Offices send representatives to the course. It will run one week and has room for a total of about 25 employees.

Mr. Wattles noted that starting tomorrow a survey will be conducted on the use of the visitors' parking lot. An attempt will be made to lessen the congestion, but it is first necessary to find out who uses the lot. During the survey, guards will be accompanied by a representative of the Office of Security. All employees are asked to cooperate in this effort.

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